

## Configuring Microsoft Outlook to read your Rice E-Mail

Outlook has already been configured with a generic student account. In order to re-configure it to check your mail, some customization will be necessary.

Start Outlook. The icon for Outlook is on the bottom row of your computer's desktop. It looks a bit like a clock. Click this icon ONE time. Double clicking these icons will launch the program twice which can lead to problems.

Under the **Tools** menu, select **E-Mail Accounts...**

Select **View or Manage Existing E-Mail Accounts**

Click **Next**

Select the account **Rice** and click **Change**

In the **User Information** section, type **Your Name** and **Your E-Mail Address** in the appropriate boxes. In the Your Name box you should type your name as you want it to appear on your e-mail messages. Your E-Mail Address is the return address that replies to your messages will be sent to. This takes the form of username@rice.edu.

In the **Login Information** section, type your **User Name** as it appears on your **Account Information Sheet**. Your **Password** is also on your **Account Information Sheet**. Click to remove the check mark from the box labeled Remember Password. I urge you NOT to have Outlook save your password. The passwords that were assigned to your accounts are for the most part easy for you to remember. They are based on numbers you already know by heart. I urge you to memorize these passwords. If you forget the password and lose your Account Information Sheet, the only way to get a replacement is to see a member of the Jones School's IT staff in person. For security reasons, ID's and passwords can not be faxed, mailed or given out over the phone. This means that if you are in Outer Mongolia and have lost your password, the only way to get it back is to trek here to the Jones School and get it in person. Bring your Rice student ID with you as proof of identity.

In the **Server Information** section, your **Incoming Mail Server (POP3)** is **pop.ruf.rice.edu**. Your **Outgoing Mail Server (SMTP)** is **smtp.ruf.rice.edu**

**Important Note:** For Rice to send your mail to an off campus destination, the SMTP server of your Internet Service Provider must match the one designated in Outlook. If you are connected to the internet through the Jones School network or dialed into the Rice Modem pool (Charon) then Rice is your Internet Service Provider and smtp.ruf.rice.edu will work. If you access the internet through a different ISP such as AOL or MSN, or your DSL or Cable modem, your smtp server designation will need to be changed to match this provider. All of the other setting in Outlook should stay the same. This change needs to be made any time you are using this other provider and

needs to be changed back when you return to Rice access. ONLY the smtp server designation needs to be changed. Outlook makes this change easier by allowing you to create Outlook Profiles. The creation of Outlook profiles is covered in another handout in your packet.

Click on the **More Settings** button

On the **General Tab**, make sure that your **Organization** is **Jones Graduate School** and your **Reply Address** is in the form **username@rice.edu**.

Click on the **Connections** tab and make sure that **Connect using my local area network (LAN)** is selected.

Click on the **Advanced** tab and make sure that **Leave a Copy of Messages on the Server** is selected **AND** that **Remove from server after 2 days** is selected below that. The purpose for leaving mail on the server for a limited time is to make sure that anything you read from your laptop will still be available to you if you check mail later from a different machine. If you leave mail on the server for too long, your server mail box will get too large and Central computing could lock you account.

Click **OK**

Click **Next**

Click **Finish**

Outlook is now configured to check your Rice e-mail.